

CANADIAN HERITAGE
REQUEST FOR PROPOSALS

REQUEST NUMBER: 10171167

TITLE OF PROJECT: Analysis & Dissemination of Data on the Arts in Canada

REQUEST DATE: March 13th, 2018

CLOSING DATE AND TIME: April 23rd, 2018 at 2:00 p.m. (EDT)

ADDRESS ALL ENQUIRIES: Line Séguin
Procurement and Contract Specialist
Contracting and Materiel Management
Canadian Heritage
Telephone: 819-997-2389
Email: PCH.contrats-contracting.PCH@canada.ca

The Department of Canadian Heritage has a requirement for the above services to be carried out in accordance with the Statement of Work attached hereto as Annex "A".

If you are interested in undertaking this project, your sealed proposal, clearly indicating the title of the work and addressed to the undersigned will be received up to 14:00 hours, (2 p.m.) EDT: April 23rd, 2018, at:

Mail room / Bid Receiving
RFP: 10171167
Attention: Line Séguin
15 Eddy Street, 2nd Floor (15-2-C)
Gatineau, Québec
K1A 0M5

It is the Bidder's responsibility to ensure that their proposals are delivered to the above noted tender address no later than the time and date specified.

Bidders submitting a proposal are also requested to complete the Offer of Services attached at Annex "C".

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment and the Offer of Services Form.

1.2 Summary

The Department of Canadian Heritage (PCH), the Canada Council for the Arts (CCA), and the Ontario Arts Council (OAC) have established a partnership to build baseline data on the arts in Canada, for internal policy development purposes in addition to providing the information to industry stakeholders and the general public. The Department of Canadian Heritage (PCH) will serve as the main contracting authority contact and provide an analyst as representing Technical Authority.

PCH wishes to establish a contract for a period of one (1) year with options to extend the term of the contract by up to two (2) additional one (1) year periods.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

Bids must be submitted to Canadian Heritage (PCH) by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile or by e-mail will not be accepted.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "fee abatement formula" means the formula applied in the determination of the maximum fee payable during the one-year fee abatement period when the successful bidder is a former public servant in receipt of a pension paid under the [Public Service Superannuation Act](#).

"former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c.. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

an individual;

an individual who has incorporated;

a partnership made of former public servants; or

a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits](#)

Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** () **No** ()

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

name of former public servant;
date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **Yes** () **No** ()

If so, the Bidder must provide the following information:

name of former public servant;
conditions of the lump sum payment incentive;
date of termination of employment;
amount of lump sum payment;
rate of pay on which lump sum payment is based;
period of lump sum payment including start date, end date and number of weeks;
number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) business days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least ten (10) business days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 Basis for Canada's Ownership of Intellectual Property

Canadian Heritage has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [*Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts*](#):

- the main purpose of the Contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination;

PART 3 - BID PREPARATION INSTRUCTIONS

Canada requests that Bidders provide their bid in separately bound sections as follows:

Section 1: Technical Bid: 1 hard copy **and** 3 soft copies on CD/DVD

Section 2: Financial Bid: 1 hard copy

Section 3: Certifications: 1 hard copy

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section 1: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section 2: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment at Annex "B". The total amount of Applicable Taxes must be shown separately.

Section 3: Certifications

Bidders must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

4.1.1 Technical Evaluation

The bidder must meet all mandatory criteria to be considered compliant. Failure on the part of the bidder of meeting a mandatory criterion will result in the bid being deemed non-compliant and no further consideration will be given.

4.1.1.1 Mandatory Financial Criteria			
#		MET	NOT MET
MF1	The total value of any contract emanating from this process shall not exceed \$76,000 for initial contract, \$76,000 for option period one and \$76,000 for option period two (excluding applicable taxes).		

4.1.1.2 Mandatory Technical Requirements				
#		MET	NOT MET	Cross Reference to Proposal
MT1	<p>Previous Projects</p> <p>The Bidder must provide a project summary for three (3) previous projects involving statistical analysis of the arts and/or cultural sectors completed or directed by the key member(s) of the team during the last five (5) years. Each project summary must include:</p> <ul style="list-style-type: none"> (a) the name and description of the project, including the general approach and methodology used, and similarities to this proposed contract; (b) a two-to-five-page extract (summary) of the project; (c) the date of the contract; and (d) the name and contact of the client for whom the work was completed. <p>If more than three (3) projects are included in the proposal, the Crown will only consider the specified number in order of presentation.</p>			
MT2	<p>Official Languages</p> <p>At least one of the team members assigned to the preparation of the research reports, as well as the delivery of the presentations, must have the capacity to conduct the work in both official languages (English/French) and must have an advanced proficiency level in oral, comprehension, and written as per the table below.</p> <p>Using the table (Language Proficiency Levels and Interpretations) provided as a guide, the proposal must clearly state the bilingual capacity of each proposed team members.</p>			

MT3	Curriculum Vitae			
	The proposal must include a CV for each of the proposed team members as well as the contribution each person is seen as being able to make to the project.			

Language Proficiency Levels and Interpretations

Legend	Oral	Comprehension	Written
Basic	A person speaking at this level can: <ul style="list-style-type: none"> • Ask and answer simple questions; • Give simple instructions; • Give uncomplicated directions relating to routine work situations 	A person reading at this level can: <ul style="list-style-type: none"> • Fully understand very simple texts; • Grasp the main idea of the texts about familiar topics; and • Read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks. 	A person writing at this level can: <ul style="list-style-type: none"> • Write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.
Intermediate	A person speaking at this level can: <ul style="list-style-type: none"> • Sustain a conversation on concrete topics; report on actions taken; • Give straightforward instructions to employees; and • Provide factual descriptions and explanations. 	A person reading at this level can: <ul style="list-style-type: none"> • Grasp the main idea of most work-related texts; • Identify specific; and • Distinguish main from subsidiary ideas 	A person writing at this level can: <ul style="list-style-type: none"> • Deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.
Advanced	A person speaking at this level can: <ul style="list-style-type: none"> • Support opinions; and understand and express hypothetical and conditional ideas. 	A person reading at this level can: <ul style="list-style-type: none"> • Understand most complex details, inferences and fine points of meaning and; • Have a good comprehension of specialized or less familiar material. 	A person writing at this level can: <ul style="list-style-type: none"> • Write texts where ideas are developed and presented in a coherent manner.

4.1.1.3 Rated Technical Criterion				
#		Min.	Max.	Cross Reference To Proposal
RT1	<p>Knowledge of the Canadian Arts Sector</p> <p>Demonstrate understanding of the arts sector, its contribution to Canadian society, and current sector issues. The bidder should name four (4) trends affecting the arts sector in Canada, and describe their influence on various sector players and parties. Maximum four (4) pages in total.</p> <p>a) The proposal should name (4) trends affecting the arts sector in Canada (2 points)</p> <p>b) The proposal should describe the influence of these trend on various arts sector players and parties, demonstrating understanding and knowledge of the arts sector (18 points)</p> <p><u>Scale for RT1 a):</u></p> <ul style="list-style-type: none"> • 2 points: Names four (4) trends affecting the arts sector in Canada. • 1 point: Names two (2) or three (3) trends affecting the arts sector in Canada. • 0 point: Names one (1) or no trend affecting the arts sector in Canada. <p><u>Scale for RT1 b):</u></p> <ul style="list-style-type: none"> • 18 points: Understanding of all levels of the arts sector, as it relates to the interplay between Canadian, international, regional, provincial, and municipal levels. In-depth knowledge of myriad of issues and trends within the Canadian arts sector. Knowledge of Canadian players (arts organizations, funders and public/private partners). • 13 points: Understanding of Canadian arts sector, recognition of regional issues/differences. Substantial knowledge of issues and trends affecting the Canadian arts sector • 8 points: Understanding of Canadian arts sector – ability to name Canadian players (public/private). Ability to explain in some depth at least two (2) trends affecting the Canadian arts sector. • 4 points: Some specific knowledge of Canadian arts sector, but lacks degree of depth. • 0 point: The proposal fails to or poorly demonstrates knowledge of the arts sector. 	n/a	20	

<p>RT2</p>	<p>Knowledge of Statistics and Data Collection (maximum 4 pages for RT2 section)</p> <p>a) The proposal should demonstrate knowledge of quantifiable sources of Canadian research (4 points) b) The proposal should demonstrate methods of statistical analysis (8 points) c) The proposal should demonstrate quantifiable sources of statistical data in the arts (8 points)</p> <p><u>Scale for RT2 a):</u></p> <ul style="list-style-type: none"> • 4 points: Can name at least three (3) primary sources of Canadian research with details. Names specific data products/surveys. May include additional international sources. • 2 points: Can name two (2) primary sources of Canadian research with some detail of specific data products. • 1 point: Can only name one (1) primary source of research, gives no depth on products/surveys offered by source. <p><u>Scale for RT2 b):</u></p> <ul style="list-style-type: none"> • 8 points: Demonstrates advanced knowledge of statistical analysis, and the methods of statistical research (could include concepts of regression analysis, multi-variant analysis, measures of confidence). • 4 points: Demonstrates very good knowledge of statistical analysis with some references to specific methods of statistical research (could include concepts of regression analysis, multi-variant analysis, measures of confidence, and others). • 2 points: Little reference to knowledge of specific methods of statistical analysis. General familiarity with statistics. <p><u>Scale for RT2 c):</u></p> <ul style="list-style-type: none"> • 8 points: Can name at least three (3) primary sources of statistical arts data providing details. Names some specific data products/surveys. At least two (2) are Canadian. • 4 points: Can name two (2) primary sources of statistical arts data, with at least some detail as to specific data products. • 2 points: Can only name one (1) source of statistical arts data and gives no depth on products/surveys offered by source. 	<p>n/a</p>	<p>20</p>	
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RT3	Qualifications and Experience	n/a	20	
<p>This aspect of the proposal will be evaluated using the curriculum vitae (as per MT3 above) of the proposed team members. The proposal should also clearly indicate the contribution each team member is seen as being able to make to the project.</p>				
<p>a) Demonstration of experience in related research. List examples of reports/papers published, as well as the use of these papers (8 points); b) Demonstration of experience conducting, interpreting, and communicating statistical analysis, and the ability to write clearly for a non-technical audience including public citations of work executed by the resource. Lead or participated in statistical or database research and analysis as an analyst, or in an information management capacity. (Experience with data management and analysis tools such as R, SPSS, SAS, Python, MathLab, etc.) (12 points)</p>				
<p><u>Scale for RT3 a):</u></p>				
<ul style="list-style-type: none"> • 8 points: Names three (3) or more specific reports/papers published, with examples of arts-related research, both Canadian and international experience. • 6 points: Names two (2) specific reports/papers published. Some experience with arts or culture-related research. May be either Canadian or international experience. • 4 points: Names two (2) published reports/papers which may or may not be related to arts or culture sector. • 2 points: One report/paper named. 				
<p><u>Scale RT3 b):</u></p>				
<ul style="list-style-type: none"> • 12 points: Large body of experience conducting work and publishing statistical analysis. At least five (5) years in the last ten (10) years conducting activities in this area, with established post-secondary education qualifications related to this work. Many published statistical reports, cited or used by other researchers/policy makers/arts groups and well demonstrated ability to write clearly for a non-technical audience. • 9 points: Significant body of experience publishing statistical analysis. At least three (3) published statistical reports, with at least one citation by another organization. Lead researchers/writer on some cited projects. Some post-secondary education in statistics, or the equivalent in work experience and demonstrated ability to write clearly for a non-technical audience. • 6 points: Less than three (3) published statistical reports. Published reports may or may not be cited by other organizations. May not be the lead researcher/writer on the reports. Demonstrated some ability to write clearly for a non-technical audience. • 3 points: Little statistical experience demonstrated with one (1) or no publications/reports to credit. Little or no secondary use of reports, or citations by other organizations. Little or no post-secondary education relating to statistical research. No demonstrated ability to write clearly for a non-technical audience. 				

RT4	<p>Approach and Methodology</p> <p>The proposal outlines the approach and specific tasks to be undertaken to complete all aspects of the project. This information is presented in sufficient detail and is related specifically to the requirements of the project to allow for a complete understanding of the approach to the work and the characteristics of the deliverables to be produced.</p> <p>a) Proposed topics for the statistical reports and a work plan for the creation of the reports. Credible proposed topics would be pertinent to the sector, analyze significant statistical data, and have potential for enough analysis and material for a full report (5 points);</p> <p>b) Promotional and media relations plan, in both official languages (5 points);</p> <p>c) Dissemination plan for the statistical reports and presentations including a webpage and an ambitious social media and online communication strategy (15 points).</p> <p><u>Scale for RT4 a):</u></p> <ul style="list-style-type: none"> • 5 points: Lists at least five (5) credible, proposed topics. Detailed work plan including time allotment for each step of the work (such as data gathering, analysis, report writing, liaising with funding partners, editing, translation, publication). • 3 points: Lists three (3) to four (4) credible proposed topics. Detailed work plan including some measure of time allotment for steps of the work. • 1 point: Lists one (1) or two (2) credible proposed topics. Work plan has very little details, lacks logic and structure, and is missing crucial steps. <p><u>Scale for RT4 b):</u></p> <ul style="list-style-type: none"> • 5 points: Detailed promotional and media relations plan including specific steps involved, recognition of media bodies to be canvassed, and time allotment for each step of the plan. Plan accounts for release in both official languages, and communication with media in both languages. • 3 points: Promotional and media relations plan includes steps involved, and some recognition of media to be addressed. Plan accounts for release in both official languages, and communication with media in both languages. • 1 point: Plan lacks details and/or is missing crucial steps. <p><u>Scale for RT4 c):</u></p> <ul style="list-style-type: none"> • 15 points: Detailed dissemination plan including specific steps involved and detailed and ambitious online and social media strategy, as well as recognition of stakeholders, subscribers, and others involved. • 7.5 points: Dissemination plan includes steps involved and an online and social media strategy, and a degree of recognition of process involved in recruiting, building, and maintaining a 	n/a	25	
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	<p>subscriber list.</p> <p>0 point: Plan lacks details and/or is missing crucial steps. No online and social media strategy included.</p>			
RT5	<p>Quality of the Technical Proposal</p> <p>The proposal should be clear, well written and easy to understand; it should also meet all the requirements set out in the request for proposals.</p> <p>The proposal should demonstrate the contractor’s capacity for sound statistical methodology and analysis including the ability to assess the causal inference between the arts and various desired social outcomes. (i.e. Linking desired social outcomes and arts participation beyond cross-tabulations of demographics using General Social Survey data from Statistics Canada.)</p> <p>a) The proposal is clear, well-written and easy to understand (5 points);</p> <p>b) The technical analytical capacity of this proposal is strong, and will permit the level of analysis that should enable the assessment of causal inference between the arts and various desired social outcomes (5 points).</p> <p><u>Scale for RT5 a):</u></p> <ul style="list-style-type: none"> • 5 points: The written quality of the proposal is very easy to understand on the first reading. • 4 points: There may be a few grammatical errors, but the written quality of the proposal is generally very comprehensive. • 3 points: The proposal is acceptable but a small number of problems with the writing and/or in the logical presentation. • 2 points: Problems with the written quality and/or logical presentation make it difficult to understand on first reading. • 1 point: The written quality is substandard and/or the proposal is very difficult to understand <p><u>Scale for RT5 b):</u></p> <ul style="list-style-type: none"> • 5 points: The technical analytical capacity linked to this proposal is very strong, and it is very likely that the contractor will provide an assessment of causal inference between the arts and various desired social outcomes. • 4 points: There are small flaws or risks with the technical analytical capacity linked to the proposal but the contractor appears generally able to achieve the stated objective. • 3 points: The technical analytical capacity linked to the proposal has substantial flaws or risks, but still appears feasible. • 2 points: The technical analytical capacity linked to the proposal leaves some questions as to whether it is realistic and feasible. • 0 point: There are problems with the technical analytical capacity linked to the proposal that make it unlikely that the work could be completed. 	n/a	10	

RT6	<p>Research report(s) design, look and feel</p> <p>Overall design quality of the report</p> <p>a) The proposal should include a digital design strategy for the online publication of the research reports that reflects modern trends for digital research publications (10 points);</p> <p>b) The proposal should include examples of digital publications from the last three (3) years that are creatively designed and include modern digital design and layout elements including infographics (10 points).</p> <p>Scale for RT6 a)</p> <ul style="list-style-type: none"> • 10 points: The proposal includes a clear and comprehensive design strategy including creative graphic design options such as but not limited to, dynamic and interactive infographics, charts and tables. • 7.5 points: The proposal includes various options to modernize the digital publication of the research reports and includes design strategies and options that include infographics depicting key statistics and findings. • 5 points: The proposal references a new design, look and feel for the online publication of the research reports including infographics. • 2.5 points: The proposal references a new online design for the publication of the research reports without getting into specific detail. • 0 point: The report fails to include any reference to a design strategy for the research publications. <p>Scale for RT6 b)</p> <ul style="list-style-type: none"> • 10 points: The proposal includes four or more examples research publications from the arts and culture sector from the last three years that employ modern digital design and publication techniques that could be emulated for future research reports. • 7.5 points: The proposal includes three examples of research publications from the arts and culture sector that employ modern digital design and publication techniques that could be emulated for future research reports. • 5 points: The proposal includes two examples of research publications from any sector that employ modern digital design and publication techniques that could be emulated for future research reports. • 2.5 points: The proposal includes one example of a research publication from any sector that employs basic to modern design and publication techniques that may or may not be emulated for future research reports. • 0 point: The proposal fails to include any examples of research publications that could be emulated for future research reports. 	n/a	20	
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RT7	Green Procurement and Services	n/a	/5	
	<ul style="list-style-type: none"> a) The proposal is printed double-sided. (2 points) b) The proposal is printed on certified recycled paper (30% post-consumer recycled content or more) and a certification to that effect is provided. In terms of the certification, the bidder must simply provide the brand name of the paper used and proportion of the recycled content. (2 points) c) The bidder certifies that all documents prepared under this contract will be printed double-sided and on certified Ecologo recycled paper or equivalent. (1 point) 			
	TOTAL POINTS (RT1 to RT7) (minimum overall pass mark is 84 points or 70%)	84	/120	

4.1.2 Financial Evaluation

To be responsive, the Bidder must provide its financial proposal according to Annex “B” - Basis of Payment.

4.2 Basis of Selection

Highest Combined Rating of Technical Merit and Price

4.2.1 To be declared responsive, a bid must:

- a) Comply with all the requirements of the bid solicitation;
- b) Meet all the mandatory and the minimum rated technical evaluation criteria; and
- c) Obtain the minimum of 84 points overall for the technical evaluation criteria subject to point rating. The rating is on a scale of 120 points.

4.2.2 Bids not meeting (a), (b), (c) will be declared non-responsive.

4.2.3 The selection will be based on the highest responsive rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.

4.2.4 To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.

4.2.5 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.

4.2.6 For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

4.2.7 Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

4.2.8 Bidders should note that all contracts are subject to PCH's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Notwithstanding that a bidder may have been recommended for contract award, issuance of any contract will be contingent upon internal approval. If such approval is not given, no contract will be awarded.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available point equals 120 and the lowest evaluated price is \$180,000.

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		85/120	90/120	110/120
Bid Evaluated Price		\$180,000	\$185,000	\$190,000
Calculations	Technical Merit Score	$85/120 \times 70 = 49.6$	$90/120 \times 70 = 52.5$	$110/120 \times 70 = 64$
	Pricing Score	$\$180K/\$180K \times 30 = 30$	$\$180K/\$185K \times 30 = 29.2$	$\$180K/\$190K \times 30 = 28.4$
Combined Rating		79.6	81.7	92.4
Overall Rating		3	2	1

4.3 Internal Approval

Bidders should note that all contracts are subject to PCH's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Notwithstanding that a bidder may have been recommended for contract award, issuance of any contract will be contingent upon internal approval. If such approval is not given, no contract will be awarded.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid list at the time of contract award.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

5.2.3.2 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Security Requirements

There are no security requirements applicable to the Contract.

6.2 Statement of Work

The Contractor must provide the work as per the Statement of Work at Annex "A".

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

[2035](#) (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

6.3.2 Supplemental General Conditions

[4007](#) (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of Contract

The period of work will start at contract award and will end on March 31st, 2019.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year periods under the same conditions. The Contractor agrees that during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Line Séguin
Procurement and Contract Specialist
Contracting and Materiel Management

Canadian Heritage
15 Eddy Street, 9th Floor
Gatineau, Québec K1A 0M5

Telephone: 819-997-2389
Email: pch.contracts-contracting.pch@canada.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Project Authority

The Project Authority for the Contract is *(to be identified at contract award)*:

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Technical Authority

The Technical Authority for the Contract is *(to be identified at contract award)*:

The Technical Authority is the representative of the department for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the work under the Contract. The Technical Authority has no authority to authorize changes to the scope of the work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.4 Contractor's Representative

(to be identified at contract award)

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$_____ *(amount to be inserted at contract award)*. Customs duties are *included* and Applicable Taxes are extra.

6.7.2 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and Applicable Taxes are extra.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75% committed, or
- b. four months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 Method of Payment

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- a. an accurate and complete claim for payment using [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all the certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives;
- c. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

6.8 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Invoices must be distributed as follows: The original and one (1) copy must be forwarded to the Project Authority of the Contract for certification and payment.

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (to be inserted at contract award).

6.11 Official Languages

The Department is under the obligation to respect the spirit and the letter of the Official Languages Act R.S.1985,C.31 (4th Suppl.). It is therefore imperative that the Contractor when representing the Crown ensures that verbal communications are in the preferred official language of the participants. Written communications will be in the language(s) of the participants and must be submitted to the Project Authority before they are issued. If participants are required to communicate by telephone with the Contractor or his/her representatives, the Contractor must ensure that all persons, including receptionists and other contacts who will be receiving these calls, are bilingual.

6.12 Green Procurement

The Contractor should make every effort to ensure that all documents prepared or delivered under this contract are printed double-sided on Ecologo certified recycled paper or on paper with equivalent post-consumer recycled content, to the extent it is procurable.

It is desirable that the Contractor, in provisioning the Service, procure electronic equipment, such as computer equipment, peripherals and telephony equipment, that meet the most current ENERGY STAR technical specifications for energy efficiency and other environmental specifications such as ISO 14000, WEEE, RoSH, EPEAT and IEEE 1680 standards, without reducing the service quality and effectiveness, whether this equipment is owned by the Contractor or procured by the Contractor for GC customers.

It is desirable that the Contractor, in provisioning the Service, procures equipment and implements solutions that minimize the overall energy use without reducing the service quality and effectiveness, whether this equipment is owned by the Contractor or procured by the Contractor for GC customers.

6.13 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) The supplemental general conditions 4007 (2010-08-16) – Intellectual Property;
- (c) 2035 (2016-04-04) General Conditions – Higher Complexity - Services;
- (d) Annex “A” - Statement of Work;
- (e) Annex “B” - Basis of Payment;
- (f) the Contractor's bid dated _____, 2018.

ANNEX "A"

STATEMENT OF WORK

1. Scope

1.1 Title

Analysis and dissemination of data on the arts in Canada Project

1.2 Introduction

The Department of Canadian Heritage (PCH), the Canada Council for the Arts (CCA), and the Ontario Arts Council (OAC) have established a partnership to build baseline data on the arts in Canada, for internal policy development purposes in addition to providing the information to industry stakeholders and the general public. The Department of Canadian Heritage (PCH) will serve as the main contracting authority contact and provide an analyst as representing Technical Authority.

The partners recognize that a gap exists in research and baseline data regarding the arts in Canada, as well as the dissemination of this type of research to all Canadians. Furthering statistical research is essential for governments to develop and implement policies and programs surrounding the arts, as well as to evaluate the success of its currently operating programs.

Continuous research enables the identification of developing trends in the arts sector, which in turn contributes to appropriate policy and program responses. Furthermore, dissemination of research informs the Canadian public, artists & arts organizations about issues facing the arts sector. This information therefore enables a public dialogue about the arts sector while providing necessary information for the partners and arts stakeholders to make informed policy and operating decisions.

1.3 Objectives of the Requirement

For the initial period of the contract and each period of option (if exercised), the Contractor will produce and disseminate three (3) detailed research papers on arts topics; and make up to four (4) public presentations coordinated by host organizations on various topics relating to the research.

1.4 Background, Assumptions and Specific Scope of the Requirement

The type of research sought is for the continuation of important baseline information on artists, arts organizations, arts donors and volunteers, arts consumption and other related topics. This type of information does not otherwise exist in Canada. Unlike other, more self-contained industry sectors (such as mining, or forestry), the arts sector is made up of pieces of other, larger industries. Statistics Canada delivers few products specific to the arts sector. This research, analysis and dissemination is required to identify and deliver this targeted information.

2. Requirements

2.1 Tasks, Activities, Deliverables and Milestones

Three (3) statistical research reports per year, in both official languages, delivered by email with a hyperlink to the host website. Up to four (4) presentations per year to interested organizations based on the findings of the statistical research reports.

2.1.1 Research reports (both online & paper publication)

Each research reports will provide a significant amount of new statistical analysis of selected topics, and be a minimum of 25 pages long. The acquisition of all necessary datasets used to publish the reports are the sole responsibility of the Contractor.

Each statistical report should be visually engaging and professionally designed incorporating current trends in digital research publications, and include descriptive and illustrative infographics depicting key statistics and findings. Interactive webpages and storytelling are encouraged as measures to increase the appeal of the findings to large and diverse audiences in Canada and/or abroad.

Drafts of the research reports will be sent to the Technical Authority for approval by the partners at least six (6) weeks prior to the planned public release by the Contractor. In preparing the statistical reports, the Contractor will:

- Consult with the partners to develop the specific subjects for the research reports. The general topics of interest could include (but are not limited to): arts and culture participation and consumer spending; arts and culture labour trends; arts and culture donors and volunteers; financial aspects and trends of arts and culture organizations; and analysis of trends and data in individual arts and culture sectors;
- Liaise and obtain data from Statistics Canada and other sources as necessary;
- Conduct in-depth statistical analysis of data;
- Prepare research reports and summaries of reports;
- Provide drafts of research reports to partners prior to release, and address comments or suggestions made by them;
- Consult with the partners to determine a look and feel for the research reports that reflects current trends in digital research publications;
- Research publication should be professionally laid out and include modern infographics, charts and tables with some interactive features for key statistics and findings when judged appropriate;
- A print friendly version of the report and report summary to be published concurrently with the digital publication;
- Disseminate key results on a webpage and through popular social media including Twitter and Facebook in an easily sharable and appealing format to maximize scope and reach of findings in both official languages;
- Translate research reports into the other official language;
- Disseminate research reports to subscribers of stakeholder list and media in PDF form in both official languages;
- Issue press releases in both official languages and undertake other targeted promotion including media interviews, fielding inquiries, and building the subscription list; and,
- Track and provide information on the use of the research reports (such as the names and numbers of subscribers, number of website visits, media exposure and coverage, citations, etc.) to present to the partners at the end of each fiscal year (March 31).
- The PDFs of the statistical reports must be tested prior to delivery using commonly accepted industry standard tools for accessible PDFs and meet all requirements of, at minimum, all checkpoints for WCAG AA level of compliance and technical compliance for PDF/UA.

- Testing reports clearly indicating compliance for each document delivered must be submitted to the Technical Authority as separate files.
- The Department of Canadian Heritage reserves the right to reject any deliverable it deems to be non-compliant based on independent testing using a combination of PAC 2.0 or higher technical tools and industry standard manual testing practices.

These research reports should be posted and maintained on a publically-accessible website for a minimum of at least five (5) years by the contractor.

2.1.2 Presentations

Work related to research, development and up to four (4) presentations to interested organizations, based on the findings of the statistical research reports should include:

- Host a national call for interested parties (cultural groups, consortiums, municipalities, etc.) to submit proposals for a presentation on arts research;
- Topics of presentation should flow out of research undertaken by the Contractor (as published in the research reports), but may be more focused for a specific geographic region, or artistic discipline;
- Presentation proposals will be collected and forwarded to Canadian Heritage in an accessible format by the Contractor, and evaluated and selected by the partners, with guidance from the Contractor;
- The Contractor will undertake the creation and delivery up of 4 presentations for each year of the contract;
- The contract covers the research and preparatory work associated with these presentations; and,
- Organizations chosen to host the presentations will cover the Contractor's travel (transportation, accommodation, meals and incidentals). The Contractor is not to be paid by the host organization for any work associated with the presentations. The host organization will be responsible for organizing the presentations.

2.2 Reporting Requirements

Draft Reports and key findings are to be submitted for approval to the technical authority no later than six (6) weeks prior to the pre-determined publication date for approval.

2.3 Project Management Control Procedures

The Technical Authority will provide input and final direction on choice of subject for the research reports. The Technical Authority will draw on the Department's partnership with the CCA, OAC and liaise with these organizations to provide direction and comment for the research contained in the resulting contract. Both the list of topics for each year, and every research report will be circulated by the Technical Authority to the partners for their input.

The Contractor must be available to participate in teleconferences with the Project Authority and the partners as necessary for the timely completion of research reports including one teleconference at the end of the year to review results. Consistent communication including teleconferences with the consultant will also be required to adjudicate presentation proposals.

3. Other Conditions

3.1 Location of Work

By default, all research work should be conducted at the contractor's premises. All personnel assigned to any resulting contract must be ready to work in close and frequent contact with the Technical Authority and other departmental personnel. The Contractors will be available to participate in teleconferences with the Technical Authority if necessary.

The Contractor must also be willing to travel within Canada, where required, in order to deliver the presentations to interested organizations. The resulting contract will only cover fees for the research and preparatory work associated with these presentations. Parties chosen to host the presentations will cover the Contractor's travel (transportation, accommodation, meals and incidental).

3.2 Language of Work

Research reports must be provided in both official languages and be of equal quality. Presentations and requisite presentation materials must be provided in either or both official languages, subject to the needs of the audience, and be of equal quality.

The translation required under this Contract will be the responsibility of the Contractor. The Technical Authority will approve the bilingual version of all documents produced under this contract prior to their dissemination.

4. Project Schedule

4.1 Expected Start and Completion Dates

The work is to commence at contract award for an approximate period of one (1) year. The contract will have options to extend the term of the agreement by up to two (2) additional one (1) year periods.

4.2 Deliverables and Milestones

Deliverables (initial period)	Date required	Payments
First statistical research paper and a progress report	July 31 st , 2018	25%
Second statistical research paper and a progress report	November 15 th , 2018	25%
Third statistical research paper and a progress report	March 15 th , 2019	25%
Completion of the first public presentation	March 31 st , 2019	n/a
Completion of the second public presentation	March 31 st , 2019	n/a
Completion of the third public presentation	March 31 st , 2019	n/a
Completion of the fourth public presentation	March 31 st , 2019	25%*

*The Contractor will be paid for the number of presentations actually completed, up to 25% of the total amount of the contract, for the completion of four presentations.

ANNEX "B"

BASIS OF PAYMENT

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to the Contract.

All deliverables are F.O.B. Destination, and Canadian Customs Duty included, and applicable tax(es) extra, where applicable.

A- Contract Period (*Contract award to March 31st, 2019*)

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

1. Professional Fees

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, to a limitation of expenditure of \$_____ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

Deliverables	Initial Contract	Option 1	Option 2	Total for the initial contract and 2 options
	(award to March 2019)	(April 2019 to March 2020)	(April 2020 to March 2021)	
First statistical research paper and a progress report	\$	\$	\$	\$
Second statistical research paper and a progress report	\$	\$	\$	\$
Third statistical research paper and a progress report	\$	\$	\$	\$
Completion of the first public presentation	\$	\$	\$	\$
Completion of the second public presentation	\$	\$	\$	\$
Completion of the third public presentation	\$	\$	\$	\$
Completion of the fourth public presentation	\$	\$	\$	\$
Total excluding applicable taxes	\$	\$	\$	\$*
Applicable taxes (___ %)				\$
Total including applicable taxes				\$

*Price for evaluation purposes

ANNEX "C"
OFFER OF SERVICES FORM

(to be filled in by Bidder)	
Bidder's full legal name	
Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)	Name
	Title
	Address
	Telephone #
	Fax #
	Email
Bidder's Procurement Business Number (PBN) (see the <i>Standard Instructions 2003</i>)	
Bidder's GST/HST/QST number	
Tax rate to be charged on any resulting contract	Specify percentage: _____ %
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
Former Public Servants See the Article in Part 2 of the bid solicitation for a definition of "Former Public Servant".	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes ____ No ____ If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant Certification"
	Is the Bidder a FPS who received a lump sum payment under the terms of a work force reduction program? Yes ____ No ____ If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant Certification"
Integrity Provisions (as per Part 5 of the bid solicitation)	Declaration of Convicted Offences Integrity Declaration Form (to be completed only when you meet all three of the following conditions): <ol style="list-style-type: none"> 1. You are a government supplier 2. You, one of your affiliates or a proposed first-tier subcontractor has been charged with or convicted of a criminal offence in a country other than Canada and to the best of your knowledge and belief, the offence may be similar to one of the listed offences in the <i>Ineligibility and Suspension Policy</i> 3. You are unable to provide any of the certifications required by the integrity provisions. Click here to complete the form and instructions for its submittal.

	<p>Required Documentation</p> <p>Section 17 of the <i>Ineligibility and Suspension Policy</i> (http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) requires suppliers, regardless of their status under the policy, to submit a list of names with their bid or offer. The list differs depending on the bidder or offeror's organizational structure:</p> <ul style="list-style-type: none">- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors- Privately owned corporations must provide a list of the owners' names- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners- Suppliers that are a partnership do not need to provide a list of names <p>Suppliers may use this form to provide the list of names. Failure to submit this information, where required, will render a bid or offer non-responsive, or the supplier disqualified for award of a contract.</p> <p>Complete the form online, print, sign and attach it to the bid.</p>
<p>On behalf of the bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none">1. The bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;2. This bid is valid for the period requested in the bid solicitation;3. All the information provided in the bid is complete, true and accurate; and4. If the bidder is awarded a contract, it will accept all the terms and conditions set out in Part 6 -Resulting contract clauses, included in the bid solicitation.	
<p>Signature of Authorized Representative of Bidder</p>	
<p>Signature: _____ Date: _____</p>	